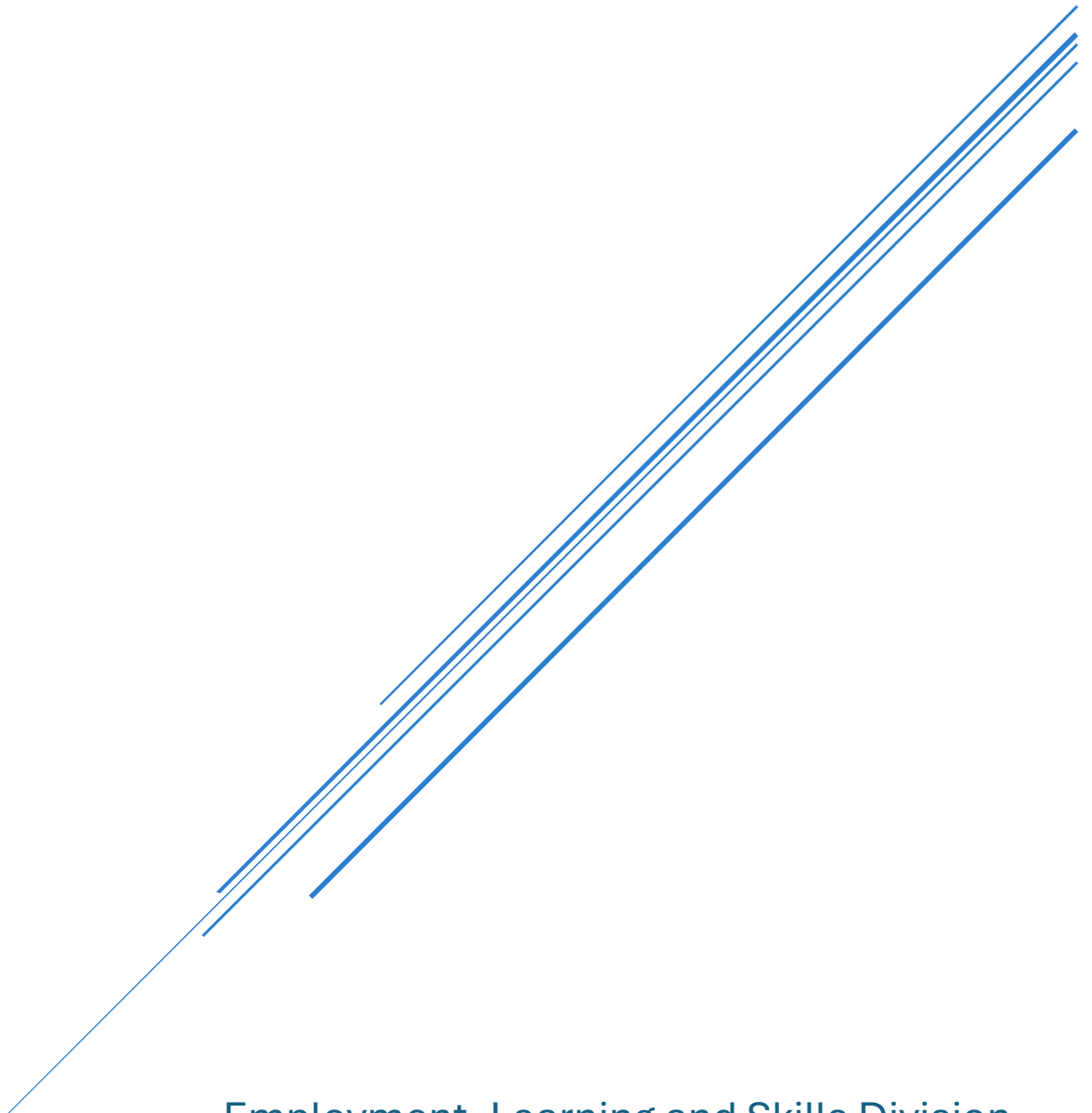


FEE REMISSION POLICY

HALTON ADULT LEARNING



Employment, Learning and Skills Division
September 2024

Halton Adult Learning Fee Remission Policy

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Policy Aim

The aim of this policy is to provide information and guidance on Halton Adult Learning's course fees and how to pay.

Most of our courses are FREE. However, for some courses there is a small registration cost (this will depend on your course - contact the team on 0151 511 7788 for exact details).

All of the Courses at Halton Adult Learning are funded by the Liverpool City Region Combined Authority's Adult Skills Fund. The purpose of this Funding is to 'support adult learners in Liverpool City Region to gain skills which will lead them to meaningful, sustained, and relevant employment, or enable them to progress to further learning which will deliver that outcome.' (Liverpool City Region Combined Authority Adult Skills Fund (ASF): Funding and Performance Management Rules, 2024)

How to Pay Your Course Fees

For courses with costs attached, payment should be made in full at the time of enrolment. Payment can be made in cash at Kingsway Learning Centre (Room 10) or Acorn Learning Centre (Reception).

You can also pay online at [Make a Payment \(halton.gov.uk\)](https://halton.gov.uk) - select 'Adult Learning Course Payments'.

Your place on your chosen course can only be confirmed once payment has been made, or the Learner Services Team have confirmed that no amount is payable.

Refunds

In some circumstances, it may be necessary to cancel courses. Halton Adult Learning reserves the right to cancel programmes if there is an insufficient number of learners. In this case, you will be given a full refund. This can be collected from Kingsway Learning Centre (Room 10), or Acorn Learning Centre (Reception).

Adult Skills Fund Eligibility

You are eligible for funding through the Liverpool City Region Combined Authority Adult Skills Fund if you:

- Are over 19 years old
- Are a resident of the Liverpool City Region
- Have lived in the UK for the last 3 years

If you are not sure whether you are eligible for funding, please contact the team on 0151 511 7788.

Queries

For any questions about your eligibility for funding or your course fees, please contact the Service's Quality and Learner Experience Manager at kelly.arrowsmith@halton.gov.uk